

Administrator Search Committee Minutes
Tuesday, February 16, 2020; 2:00 p.m.

<https://kornferry.zoom.com/j/99165113197?pwd=eFIDUGtzMlpyb0lvc3VleDZHeU9CZz09>

MEMBERS PRESENT: Committee Chair Mandy Bolter; Board Vice-Chair Stan Stek, County Commissioner Carol Hennessy, Rockford Construction Vice President Mike Verhulst; and Kent County Parks Foundation Executive Director Sam Moore

MEMBERS ABSENT: None.

I. CALL TO ORDER

Chair Bolter called the meeting to order at 4:00 p.m.

II. PUBLIC COMMENT

None.

III. APPROVAL OF MINUTES FROM JANUARY 8, 2021

Commissioner Hennessy moved to approve the minutes from December 10 and December 17, 2020 as presented. Supported by Mr. Verhulst. Motion carried.

IV. KORNFERRY

Mr. Charlie Ingersoll and Mr. Trenholm Boggs were joined by Kornferry's staff psychologist to review the results of the KF4D assessment, stakeholder feedback, and position specifications. Some categories from the assessment were singled out in order to have a more properly ranked list. "Values differences" and "cultivates innovation" were moved up on the list according to priority and "customer focus" and "plans & aligns" were moved down. The group discussed the customer interactions that the County Administrator will have on a daily basis, which are primarily stakeholder-based as opposed to citizen-based. This is very important to the position, so "interacting with customers" was moved slightly higher in the rankings. "Carefully following rules and regulations" was also moved higher.

The group also discussed where the job opening will be posted and advertised. Included in the agreement with Kornferry, the job will be posted on their website, LinkedIn, and CEO Update for free for the duration of the search. Other websites and organizations to be considered are Diversity, International Economic Development Council, International Downtown Association, National Association of Development Organizations, International City/County Management Association, Regional Chambers of Commerce, National Association of Counties, and Michigan Association of Counties.

V. IMPACT OF OPEN MEETINGS ACT ON RECRUITMENT PROCESS

Ms. Amy Rollston updated the group about the county's limited ability to review applications in closed session. Applicants will need to elect if they would like their name to remain confidential. Mr. Rollston referenced a memorandum from Corporate Counsel for specific details.

VI. MISCELLANEOUS

None.

VII. ADJOURN

Chair Bolter adjourned the meeting at 5:05 p.m.

ADMINISTRATIVE APPROVAL FOR DISTRIBUTION _____

DRAFT